Kerio Workspace

Step-by-Step

Kerio Technologies

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This guide provides detailed description on *Kerio Workspace*, version *1.0.0*. All additional modifications and updates reserved.

For current versions of the product and related manuals, check http://www.kerio.com/workspace/download/.

Information regarding registered trademarks and trademarks are provided in the appendix A.

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Chapter 1

Introduction

Kerio Workspace is a server software for companies which wish their employees spend less time looking for documents and more time collaborating. Use your standard web browser to work with *Kerio Workspace*. With an easy and intuitive web interface, you can create and organize pages for sharing documents, texts, multimedia and so on. *Kerio Workspace* will increase the productivity by creating one central place for saving and sharing common documents, discussion forums and access point for secure remote access to files from anywhere and any device.

Why *Kerio Workspace*? Because *Kerio Workspace* simplifies collaboration among people in your team. You can edit documents in programs you like and share them with your colleagues at the same time — just by clicking the *Save* button. The search function helps you find information in files, on pages and in commentaries. And the best thing: you can access all the documents and necessary information anytime and anywhere. Open your web browser on any computer or mobile device. As soon as you get familiar with this new secure and easy way to access to files and collaboration, you will start to wonder how you could have lived without *Kerio Workspace* before.

Chapter 2

System requirements

2.1 Hardware requirements

Hardware requirements for PC:

- CPU 1GHz
- 512 MB RAM
- 500 MB of free disk space for installation
- 20 GB of free disk space for data store

Hardware requirements for Mac:

- Intel CPU 1GHz
- 512 MB RAM
- 500 MB of free disk space for installation
- 20 GB of free disk space for data store

Hardware requirements for *Mobile Client*:

- iPhone 3G/3GS/4G s iOS 4

2.2 Supported operating systems and browsers

Kerio Workspace server can be installed and run on the following operating systems:

- *Windows* — version XP SP2 and higher
- *Mac OS X*— version 10.6 Snow Leopard

  The product can be installed only on Mac computers with *Intel* processor.
- *Linux* — Debian 5.0 and Ubuntu 8.04 LTS and 10.04 LTS (only 32-bit distributions)

The *Kerio Workspace* desktop client can be installed and run on the following operating systems:

- *Windows* — version XP and higher
- *Mac OS X*— version 10.6 Snow Leopard

The product can be installed only on Mac computers with *Intel* processor.

List of up-to-date versions (or distribution packs) of the operating systems supported by *Kerio Workspace* can be found at the Kerio Technologies website.

Each operating system requires an appropriate installation package. For any type of installation package file, check http://www.kerio.com/workspace/download/.

The *Kerio Workspace* web interface supports the following browsers:

- *Firefox 3 or higher*
- *Internet Explorer 7 and 8*,
- *Safari 4 or higher*
- *Google Chrome 8 and higher*

Warning:
The service runs on ports 80 (HTTP) and 443 (HTTPS) which must not be used by another application.

Chapter 3

Installation

Once a corresponding installation package is downloaded, you may start the installation. Installations differ by operating system.

3.1 Windows

Once the installation package is downloaded, run the installation under a user with administration rights for the operating system.

Kerio Workspace application requires the installation of *Java Runtime Environment*. In case *Java Runtime Environment* is missing on the system, the wizard offers you its immediate installation.

A standard wizard is used for the installation. *Kerio Workspace* is installed to the following directory (the directory can be changed):

```
C:\Program Files\Kerio\Workspace
```

It is also possible to select a path to a different directory.

The installation wizard will guide you through several dialogs. You set basic data for the first user account with administration rights (3.5) and data store (a location where all the data created in *Kerio Workspace* will be stored; therefore it is necessary to provide a data store with sufficient free space), and launch the installation.

3.2 Mac OS X

Download the appropriate installation package and launch the installation. A standard *Mac OS X* wizard will guide you through the installation.

Kerio Workspace is installed to the following directory:

```
/usr/local/kerio/workspace
```

The path cannot be changed.

The installation wizard will guide you through several dialogs. You set basic data for the first user account with administration rights (3.5) and data store (a location where all the data created in *Kerio Workspace* will be stored; therefore it is necessary to provide a data store with sufficient free space), and launch the installation.

Use the following commands to start the service:

```
launchctl load -w
   /Library/LaunchDaemons/com.kerio.workspace.application.plist
```

```
launchctl load -w
   /Library/LaunchDaemons/com.kerio.workspace.rendering.plist
```

Use the following commands to stop the service:

```
launchctl unload -w
   /Library/LaunchDaemons/com.kerio.workspace.application.plist
```

```
launchctl unload -w
   /Library/LaunchDaemons/com.kerio.workspace.rendering.plist
```

Note: The `-w` parameter in all the commands saves the settings (enable/disable) into your system. If you stop the service without using this parameter, it will be started automatically again after the system restart.

If you need to uninstall the product, follow these instructions:

1. Open *Terminal* (in the *Applications* folder, open *Utilities* and click on the *Terminal* option) and send the following command:

   ```
   open /usr/local/kerio/workspace/utils/Uninstall.app
   ```

2. In the opened dialog, confirm the removal message (*This script will remove Kerio Workspace from the disk. Do you want to continue?*) by clicking on *Yes*

3. Login as *power user*. Enter your password or login as an administrator if you do not have rights to remove the *Kerio Workspace* application.

4. If you wish to delete the product including all the documents, licences, settings, logs, statistics and certificates, confirm the *Do you also want to remove the whole Kerio Workspace product folder including documents, licenses, configuration files, SSL certificates, log files and statistics?* option. If you wish to retain these items, click on *No*.

5. Upon successful removal, the following message is displayed: *Kerio Workspace was successfully removed from this computer*. Click on *OK* to close the dialog.

3.3 Linux

Download the appropriate installation package and launch the installation.

Kerio Workspace application requires the installation of *Java Runtime Environment*. To start the application, use the following command:

```
apt-get install sun-java6-jre
```

Before that, make sure that there is an active repository for *Java Runtime Environment* on the system. Some system versions have the repository turned off (for example, on *Ubuntu 10.04*, it can be found in repository *partner*, or on *Debian 5.0*, it can be found in repository *non-free*). Activate the repository in Gnome GUI or using the terminal: in file `/etc/apt/sources.list`, add or enable the repository, save the settings and run command
`apt-get update`

Use the following instructions to install the product under the `root` user:

- *Ubuntu/Debian Linux* — use the following command:

  ```
  dpkg -i kerio-workspace-x.y.z-123.deb
  ```

  In case of missing dependencies, the installation indicates an error. To fix it, use the following command:

  ```
  apt-get -f install
  ```

  This command installs the missing dependencies and finishes the installation.

The installation wizard will guide you through several dialogs. You set basic data for the first user account with administration rights (3.5) and data store (a location where all the data created in *Kerio Workspace* will be stored; therefore it is necessary to provide a data store with sufficient free space), and launch the installation.

Note: If you need to uninstall the product, follow these instructions:

- *Ubuntu/Debian Linux* — use the following command:
  `apt-get remove kerio-workspace`

3.4 Configuration File and Data Store

Workspace configuration is stored in file `workspace.cfg` which can be found in the installation folder of the application.

It is an XML file containing parameters of Kerio Connect, such as configuration parameters of backups, directory service, update checker and logs.

The data in this file is saved in XML format so that it can be easily modified or generated automatically using another application. Backups or transfers of these files can be easily performed by simple copying.

Warning:
On *Mac OS X* and *Linux* systems, files can be maintained only if the user is logged in as the root user.

All the application data are saved to the `store` folder which can also be found in the installation folder of *Kerio Workspace*.

3.5 Admin Account

In the dialog for creating the first user account, set *user name*, *whole name*, *email address* and *password*.

In the data store dialog window, select the path to the folder you want to use for storing all user data created and processed by the *Kerio Workspace* application. The dialog contains information about free space on the target drive. This piece of information is necessary to decide whether the free space on the target disk is sufficient. Low disk space would cause problems with the application.

After the successful installation, you may immediately begin using the *Kerio Workspace* web interface which runs on ports 80 (HTTP) and 443 (HTTPS). To login to the administration interface, use port 4060 (HTTPS).

Chapter 4

Kerio Workspace Administration Interface

Use one of the following addresses to access the web administration login page:

`https://server.name:4060/admin`

or

`https://computer.IP.address:4060/admin`

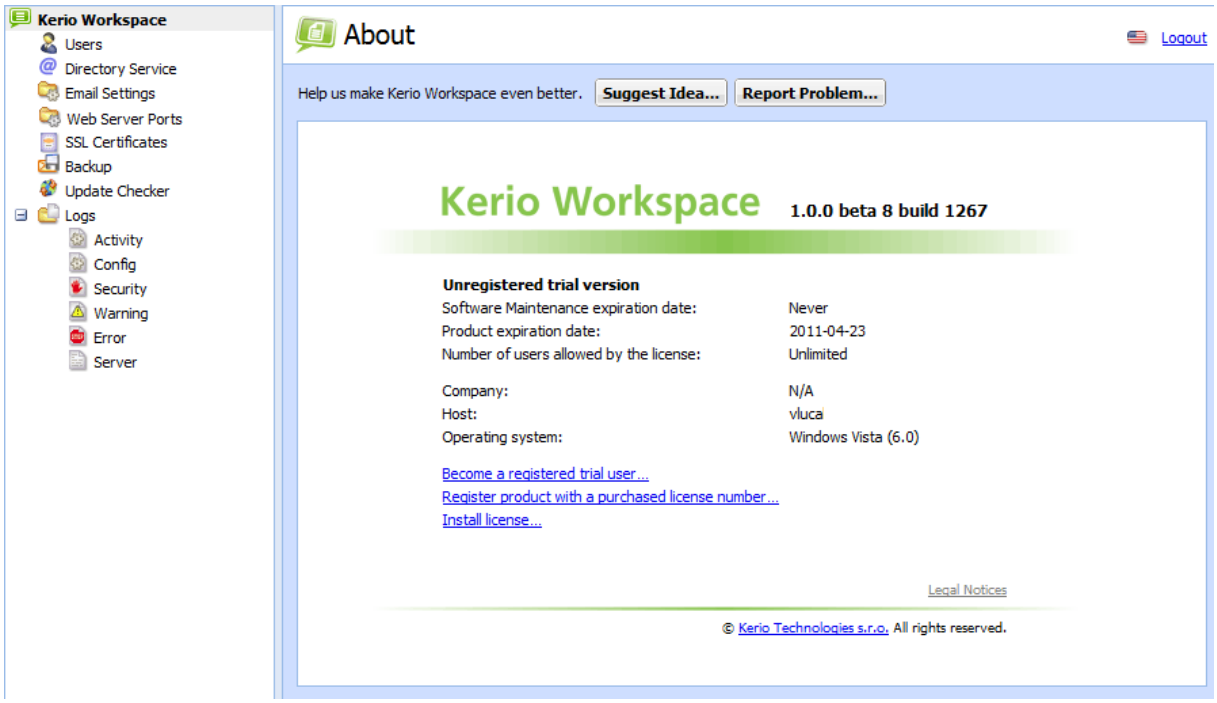

Figure 4.1 Welcome page

The *Logout* option enables you to log out of the interface.

4.1 Users

If you need to find a particular item, use the *Search* function.

The list of user accounts displays information in the following columns: *Username*, *Full name* and *Description*.

To edit a user, select them in the table and click the *Edit* button.

Apart from the above mentioned options, you can create new user accounts.

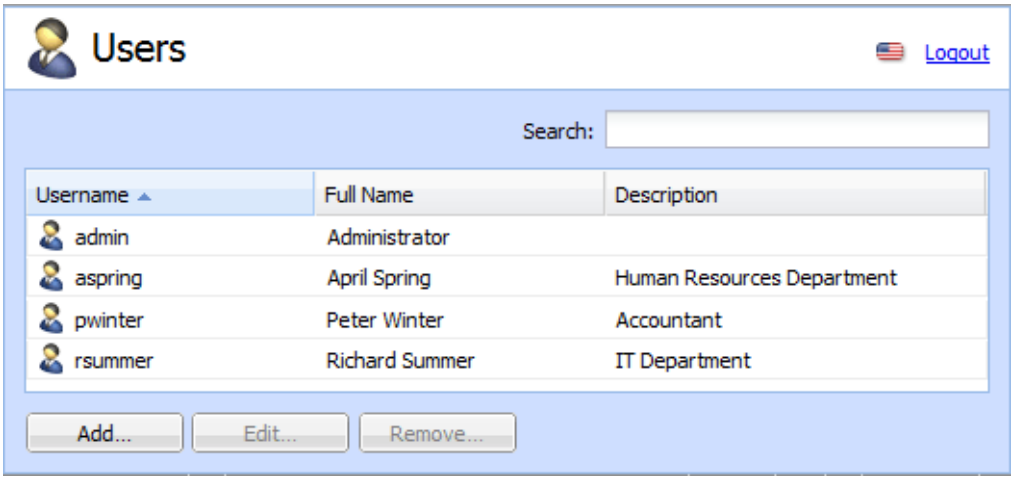

Figure 4.2 The Users Section

Add users

Click on *Add*.

1. On the *General* tab, enter the *Username*, *Full Name*, *Description* (for informative purposes), *Email Address* and *Password* (which needs to be confirmed). You can disable the account by unchecking the *Account is enabled* option.

   You can temporarily disable user accounts in the edit dialog of each account. For example, if a new employee is about to take up work in your company, you can prepare their user account in advance. If the account is disabled, the user cannot login to or work with *Kerio Workspace*. If the account still exists, it can be enable anytime and other users will be able to see it.

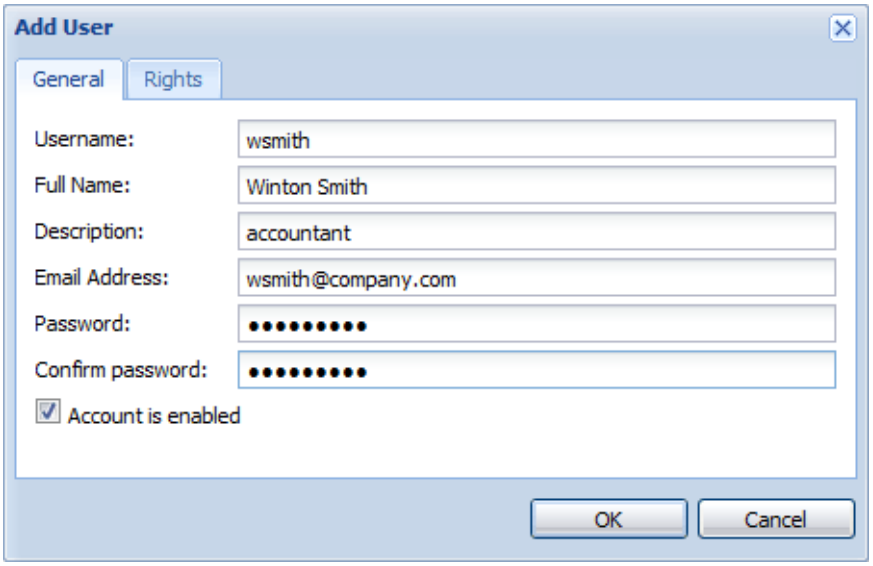

Figure 4.3 Add User — General tab

Warning:
The *Username* and *Full name* fields are obligatory!

2. Go to the *Rights* tab and set the administration rights. There are three levels of access rights (see the figure):

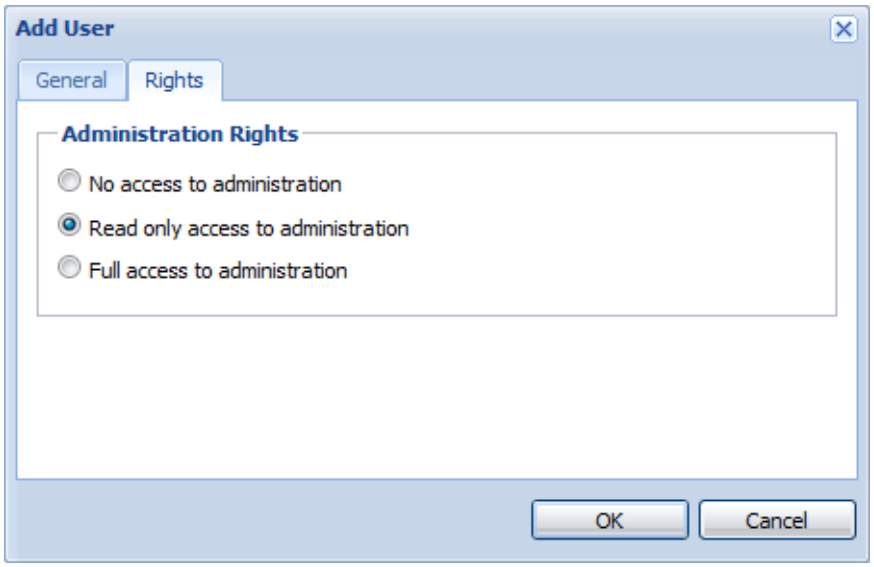

Figure 4.4 Add User — Rights tab

3. Once you are satisfied with the settings, click the *OK* button to create the user.

4.2 Directory Service

This section describes the directory service settings.

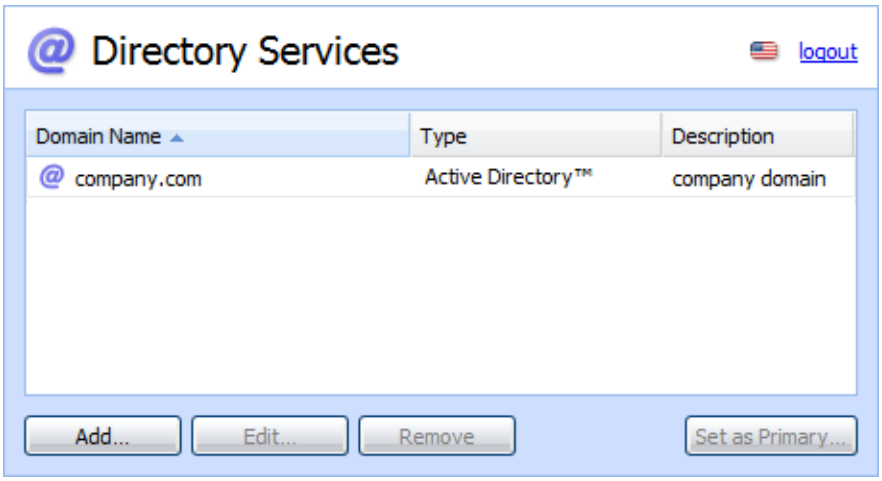

Figure 4.5 The Directory Services Section

Apart from the internal database of user accounts, *Kerio Workspace* can also import accounts and groups from a directory service. *Active Directory* (*Windows Server*) and *Open Directory* (*Mac OS X Server*) are currently supported.

Using LDAP, user accounts can be managed from one location. This reduces possible errors and simplifies administration.

Example: A new employee was introduced to the company. Check the following example:

1. A new account has been created in *Active Directory*.
2. Import users to *Kerio Workspace*.

Directory service settings

The directory service is enable in the following dialog window:

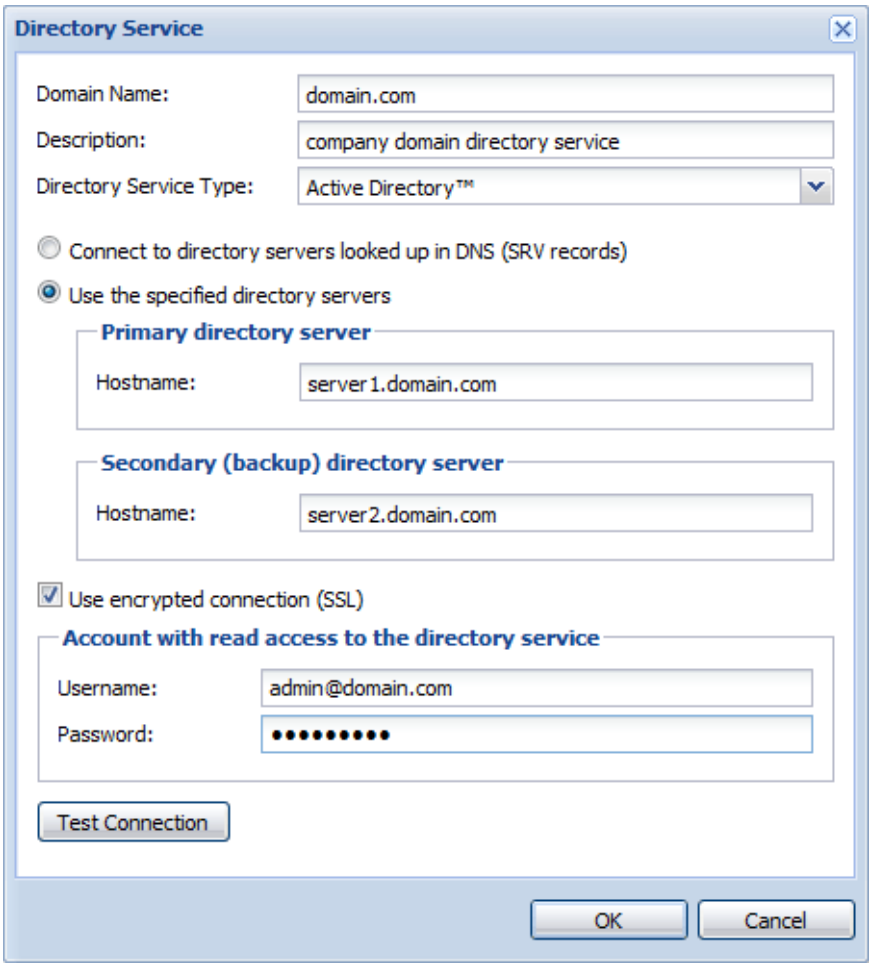

Figure 4.6 Add new Active Directory

1. In the *Directory Service* dialog, check the *Map user accounts from a directory service* option and fill in the following data:

   - *Directory Service Type* — select the directory service type from the dropdown menu
   - *Domain Name* — enter the name of the domain

2. Next, define the directory service sources:

   - *Connect to directory servers looked up in DNS (SRV records)* — DNS records are used to look up directory servers.
   - *Use the specified directory servers* — set the directory servers manually. Enter the *Hostname* of the computer for the primary and backup directory servers.

   You may use *Encrypted connection (SSL)* to connect to the directory service servers.

3. In the dialog, enter the login data for an account with read rights for the directory service (*Username* and *Password*).

4. Use the *Test Connection* button to test the connection.

5. Click *OK* to confirm the settings.

4.3 Email Settings

In the *Email Settings* section, enter the address of the *SMTP server* and the port which will be used by *Kerio Workspace* to send email messages to the users.

Enter also the address that is displayed to the recipient as the address of the sender. The sender's address is used in emails with automatic notifications. If the address in not set properly, SMTP server will block sending and receiving of emails.

In this section, you can enable the SMTP server authentication and set the appropriate authentication details (*Username* and *Password*).

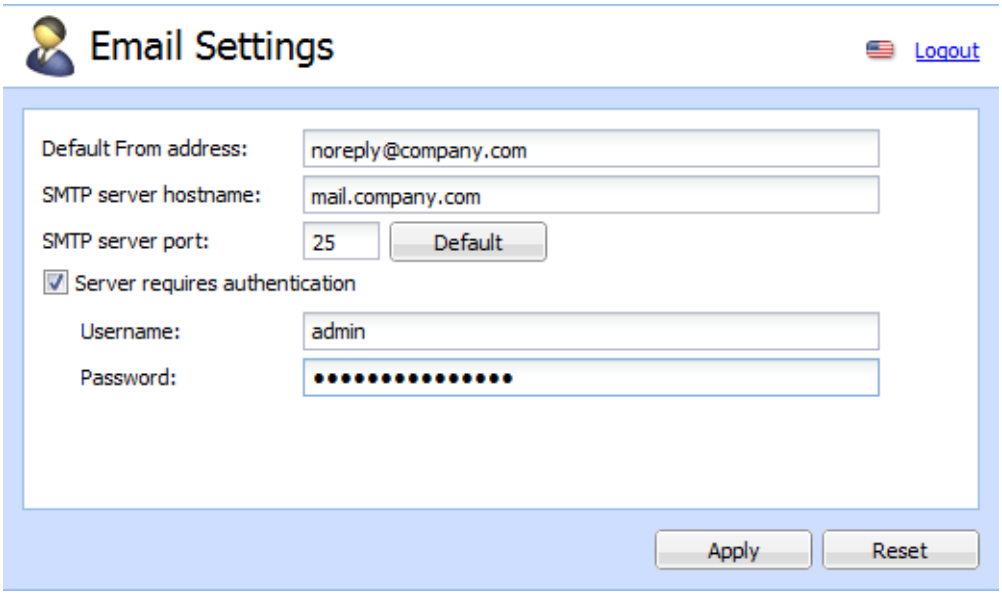

Figure 4.7 SMTP server settings

4.4 Web Server Ports

In section *Web Server Ports*, set the ports for unsecured (HTTP) and secured (HTTPS) connections.

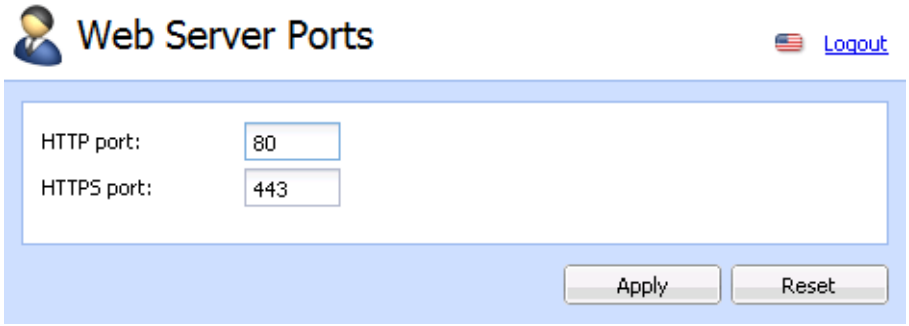

Figure 4.8 Web Server Ports

Kerio Workspace listens on all network interfaces and configured addresses (*IPv4* or *IPv6*). If you do not wish to use the *IPv6* addresses, disable them on your system.

4.5 SSL Certificates

The principle behind secure services in *Kerio Connect* (services encrypted by SSL —, namely HTTPS) is that all communication between the client and the server is encrypted to protect it from tapping and to prevent it from misuse of transmitted information. The SSL encryption protocol used for this purpose uses an asymmetric cipher first to exchange a symmetric key.

The asymmetric cipher uses two keys: a public one for encrypting and a private one for decrypting. As their names suggest, the public (encrypting) key is available to anyone wishing

to establish a connection with the server, whereas the private (decrypting) key is available only to the server and must remain secret. The client, however, also needs to be able to identify the server (to find out if it is truly the server and not an impostor). That is what a *certificate* is for. A certificate contains a public server key, the name of the server, validity period and other data. To ensure the authenticity of the certificate it must be certified and signed by a third party, the *certification authority*.

Communication between the client and server then follows this scheme: the client generates a symmetric key and encrypts it with the public server key (obtained from the server certificate). The server decrypts it with its private key (kept solely by the server). This method ensures that the symmetric key is known only to the server and client.

Note: To provide maximum security for *Kerio Workspace*, allow only SSL-secured traffic. Once you configure the server, it is necessary to install a certificate (you can also use so-called *self-signed* certificate which is easier to create. However, certificates signed by certification authorities are more secure).

The *SSL Certificates* section displays a list of SSL certificates. You may add, import, edit, delete or export a certificate as well as display certificate details.

Each item contains the following types of information: *Type*, *Issuer*, *Subject*, *Expires*.

You may add a new certificate with *New certificate request* or *New certificate* options.

In the new certificate request, enter the *Hostname*, *Organization name*, *Organization unit*, *City*, *State or Province* and *Country*.

Figure 4.9 Adding new certificate

If you wish to create a new certificate, fill in the form displayed after clicking the *New Certificate* button. Apart from the entries mentioned above, select the period for which the certificate will be valid from the drop down menu (*1, 2, 3, 5, 10 years*).

You may also import a certificate from a file. Click *Import* and one of the following options: *Import Signed Certificate from CA* and *Import a New Certificate*. In the opened dialog, select

a path to a file with the private key (a file with the `.key` extension) and to a file with the certificate (a file with the `.crt` extension).

Select a certificate and click the *Show Details* button to display detailed information.

You may export a selected certificate with the *Export* button, or delete it by clicking the *Remove* button.

The *Set as Active* option activates the certificate which will be used for incoming *HTTPS* connections.

4.6 Backup

Kerio Workspace offers the possibility to backup your data store and configuration files. You may set the options in the *Backup* section.

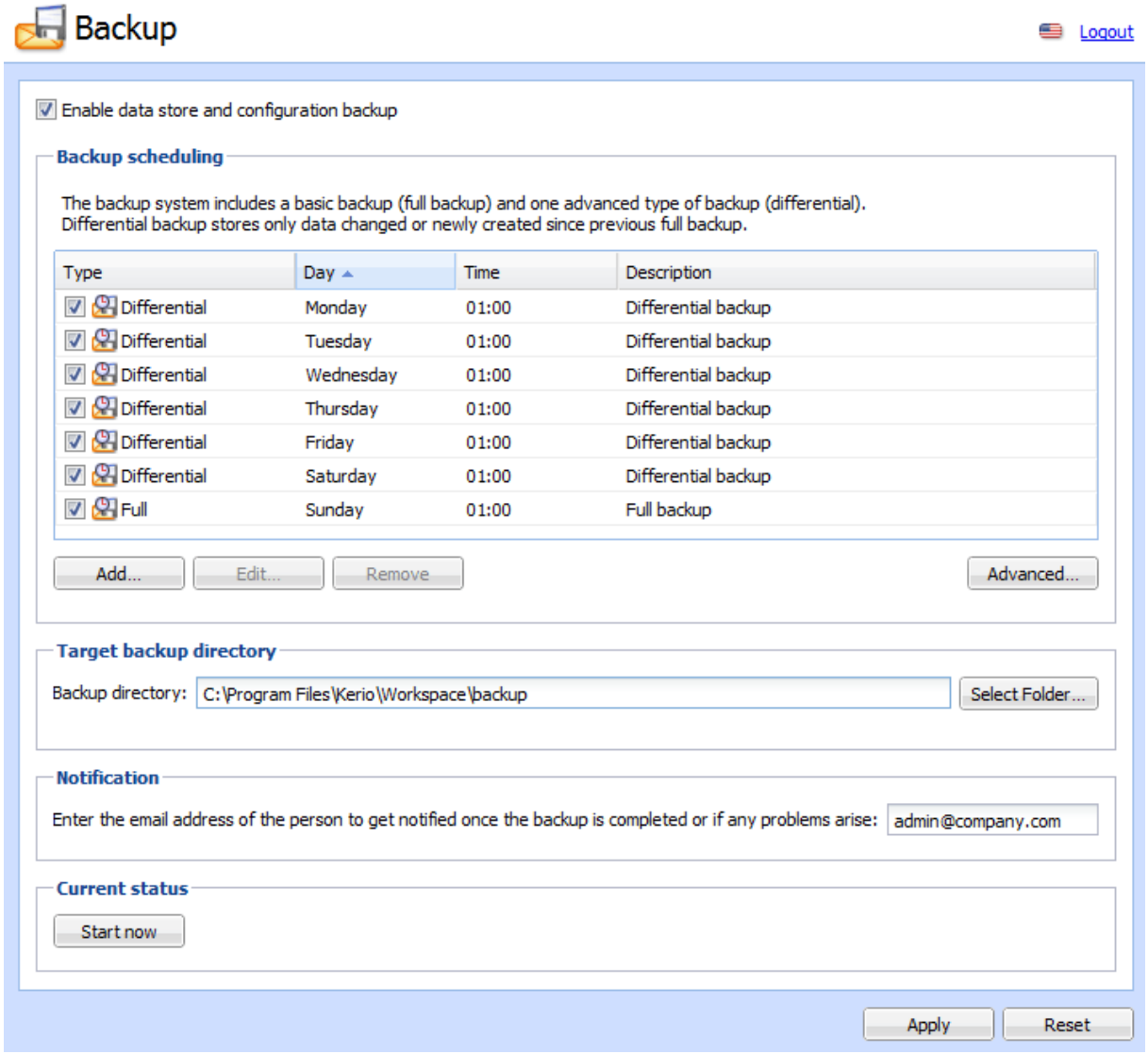

Figure 4.10 The Backup Section

In the *Backup scheduling* section, you may create and set the backup tasks. Check the *Enable message store and configuration recovery backup* option to activate it.

Kerio Workspace offers two types of backup tasks: full backup and differential backup. The full backup stores all files and settings in *Kerio Workspace*. The differential backup stores only files changed or newly created since the previous full backup.

To create a new backup task, click the *Add* button and set the following parameters:

- *Description* — description of the task for better orientation.
- *Schedule* —set the time schedule for the backup: *Day of week* and time (*Start at*),
- *Backup type* — backup mode: *Full* or *Differential* backup.

You can edit, remove, enable or disable any of the backup jobs. The task list shows all the necessary information about each item.

By clicking the *Advanced* button, you may set the number of full backups to be kept (after the number is reached, older backups are deleted).

In the *Target backup directory*, enter or select the path to the target folder for backups.

If you wish to be informed about the backups, their results and possible errors, enter an email address in the *Notification* section.

The *Current status* section shows information about the last backup and allows you to start a new backup immediately. The settings must be saved with the *Apply* button or by confirming the dialog window.

Warning:
Make sure there is enough free space on the backup disk. Especially full backups can create large files.

For standard settings, make one full backup a week with daily differential backups (see figure 4.10).

Recovery

Data stored on the server are backed up in set intervals. You can restore them from the backup files if necessary.

To restore data, follow these steps:

1. From the backup folder (defined in the *Backup* section), copy the last full backup file in the main directory of *Kerio Workspace* and unpack it.
2. If any differential backups were created after this last full backup, unpack them also in the main directory of *Kerio Workspace* (the oldest file first).

In the advanced backup configuration, define the number of saved backups. If this number is reached, the oldest file will be deleted upon creating a new backup.

4.7 Update Checker

In the *Update Checker* section, you may set parameters for the product's updates.

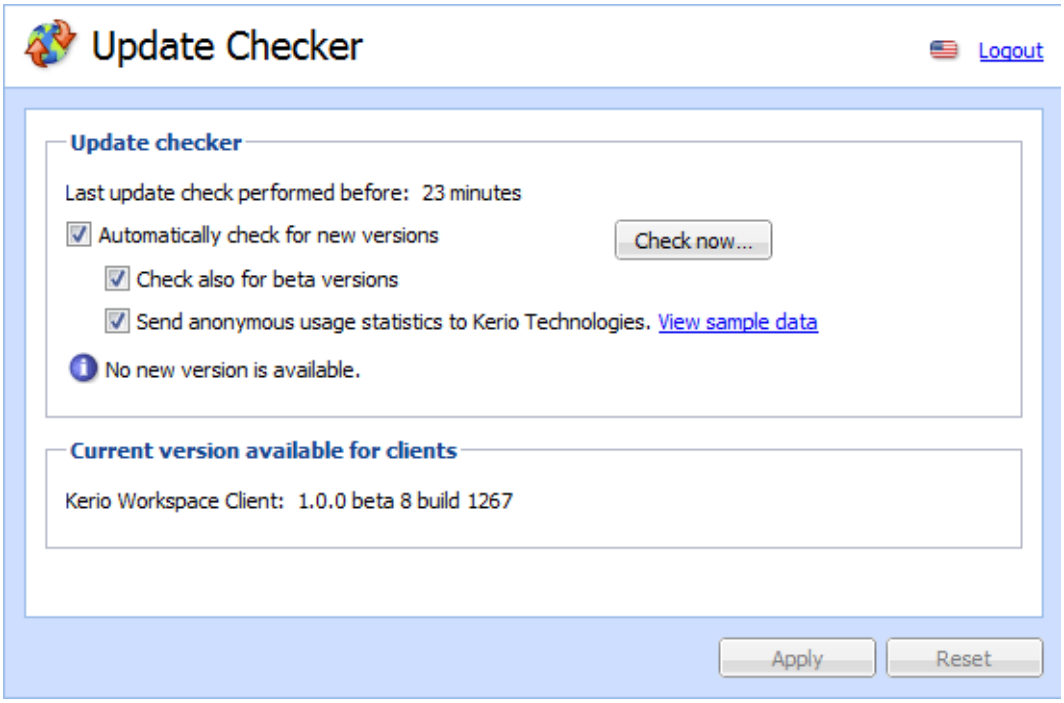
Update Checker
Logout
Update checker
Last update check performed before: 23 minutes
Automatically check for new versions
Check now...
Check also for beta versions
Send anonymous usage statistics to Kerio Technologies. View sample data
No new version is available.
Current version available for clients
Kerio Workspace Client: 1.0.0 beta 8 build 1267
Apply
Reset

Figure 4.11 The Update Checker Section

This section includes information about the last update and time since the last update.

To download new updates automatically, check the *Automatically check for new versions* option.

The *Check also for beta versions* informs that a new betaversion of Kerio Connect is available.

Warning:
If you run the application in a production environment, do not use betaversions.

The *Check now* button starts the check for updates immediately.

Checking the *Send anonymous data to Kerio Technologies* option will help in the product development.

Section *Current version available for clients* shows the desktop client version (see chapter 6) available for download and automatic updates.

4.8 Logs

Logs are files where information about certain events (e.g. error and warning reports, debugging information, etc.) are recorded. Each item is represented by one row starting with a timestamp (date and time of the event). Messages in logs are displayed in English for every language version of *Kerio Workspace*.

Log settings

When you right-click inside any log window, a context menu will be displayed where you can choose several functions or change the log's parameters (view, logged information).

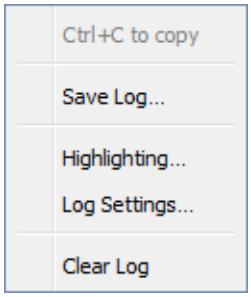

Figure 4.12 Context menu

Save log

The *Save log* option enables saving of the entire log or its selected part in a text file on the disk.

The save options are:

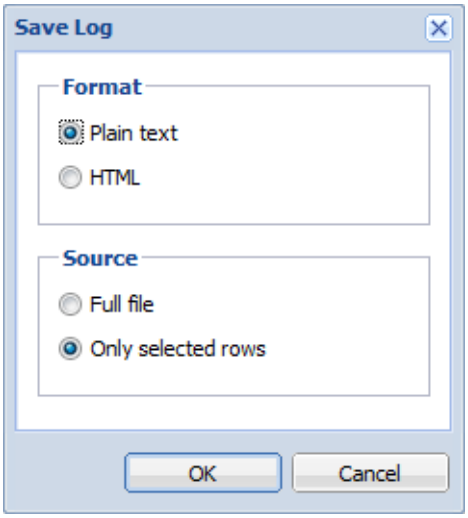

Figure 4.13 Save log

- *Format* — the log may be saved as in plain text (*TXT*) or in hypertext (HTML). If the log is saved in HTML, the encoding and colors (where highlighting was used) will be saved. If it is expected that the log would be processed by a script, it might be better to save it in plain text.
- *Source* — the option enables saving of the entire log or a selected part of the text. The *Only selected rows* is active only if you select a part of the text with cursor. The selected part can be saved.

Highlighting

Kerio Workspace enables to highlight any part of text in logs. This function is used for better reference.

Click *Highlighting* to open a dialog box where highlighting can be added, changed and removed by using the *Add*, *Remove* and *Change Color* buttons.

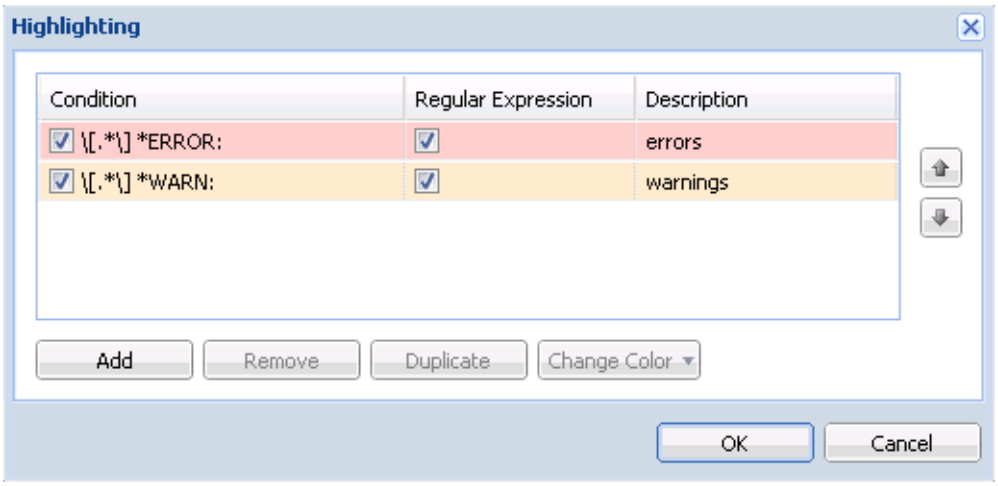

Figure 4.14 Highlighting

New highlighting can be set in the *Add highlighting* dialog box:

- *Description* — description used for better reference.
- *Condition (substring)* — every line containing the substring specified will be highlighted according to the parameters set in this dialog.
  If *Regular expression* is enabled, any regular expression can be entered (for advanced users).
- *Color* — select a color used for the highlighting.

Every highlighting is applied to all log types. All rows defined by the condition are highlighted.

Log Settings

Select this option to open the Log debug dialog where you can set parameters for rotating or saving logs.

The *File Logging* tab:

- *Enable logging to file* — enables logging to a specified file.
- *Rotate regularly* — offers the possibility to save log in a regular time period.
- *Rotate when file exceeds size* — set the maximum log file size (in kBs) in *Max log file size*.

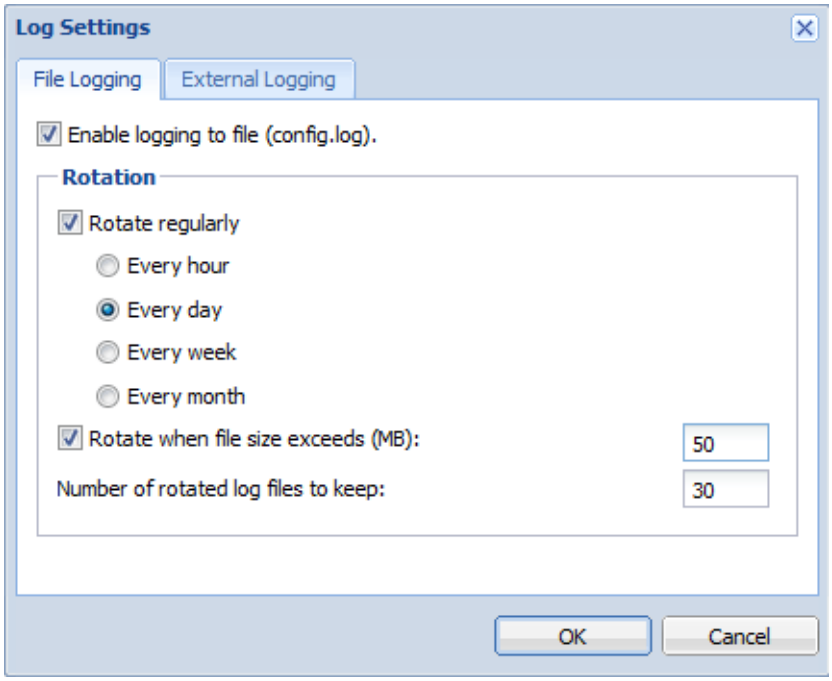

Figure 4.15 File Logging

- *Keep at most ... log file(s)* — define how many log files will be stored. The oldest file will be cleared after each rotation.

The *External Logging* tab:

Open the *External Logging* dialog to set logging to a *Syslog* server or to a file. The three options can be combined.

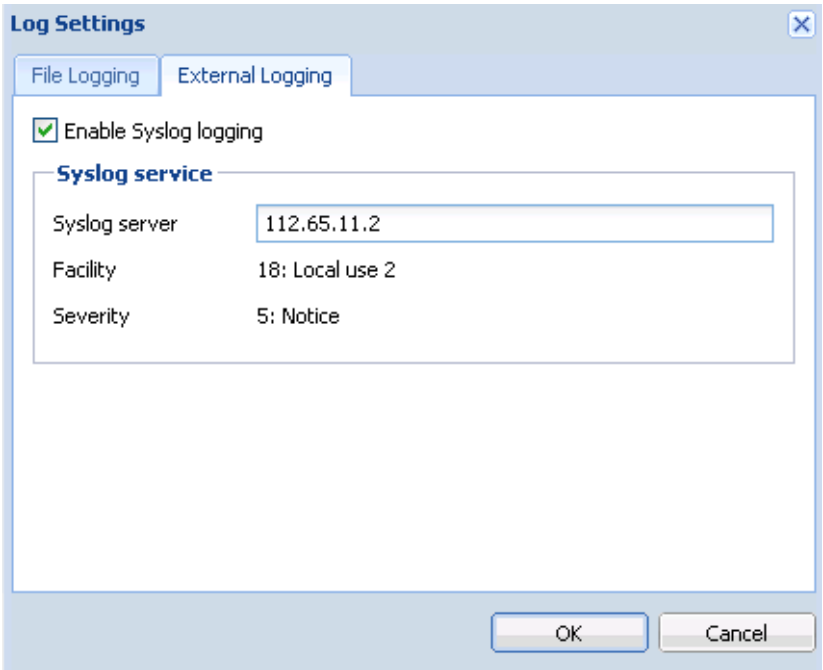

Figure 4.16 Storing logs on Syslog server

- *Enable Syslog logging* — use this option to enable logging to a *Syslog* server
- *Syslog server* — DNS name or IP address of the particular *Syslog* server.
- *Facility* — this entry helps *Kerio Connect* recognize where a log came from (*Syslog* server can receive logs from various sources).
- *Severity* — set how important the log is (*Syslog* enables filtering of logs with respect to their severity).

Clear log

Clears the log (information is also removed from the appropriate file).

Activity log

The *Activity* log contains information about all operations performed by *Kerio Workspace* users (creating spaces, pages, editing, uploading files, login, etc.).

Config Log

The *Config* log preserves a complete history of operations performed by all application administrators in the administration interface.

The *Config* log stores information such as administrator login, user deactivation, changes in user account settings, changes in certificate settings, changes in language settings and so on.

Security Log

The *Security* log stores security warnings (information on failed login, attempts to upload dangerous content, etc.).

Warning Log

The *Warning* log displays warning messages about errors of little significance. A typical warning is a message informing that a document preview has not been generated.

Events which produce warning messages in this log do not have any crucial effects on *Kerio Workspace* The *Warning* log can help if for example a user is complaining that certain services are not working.

Error Log

The *Error* log displays information about serious errors that affect the functionality of the entire server. The *Kerio Workspace* administrator should check this log regularly and try to eliminate problems found here. Otherwise, users might have problems with some services or/and serious security problems might arise.

Server log

All technical information is stored in this log. This includes, for example, error logs which are used by technical support and developers of this product.

Chapter 5

Web Client (User Interface)

Use one of the following addresses to access the web user interface login page:

`http://workspace_server_name (https://workspace_server_name)`

or

`http://server_IP_address (https://server_IP_address).`

The interface allows you to create pages, sort them into folders and spaces and share them with other users.

This chapter provides information about the user client, its functions and work with the individual components.

5.1 The User Space Hierarchy

Primary *Kerio Workspace* elements are spaces, folders and pages. Their hierarchy is important in sharing (inheritance of user rights) and overall organization.

Space

Each user may create any number of *Spaces*. Spaces are similar to folders or directories. They may be shared with other users who may have different levels of rights (Reader, Contributor or Admin (see chapter 5.4). They also become users of other spaces to which they have appropriate access rights.

Figure 5.1 User's space

In each space, you can create other nested spaces.

Nested spaces or pages in them inherit rights from their parent spaces (for more information on pages, see the next chapter in this manual).

To created a new space of the highest level click on the *Create a New Space* button. Enter the name for the space. Enter description for better reference.

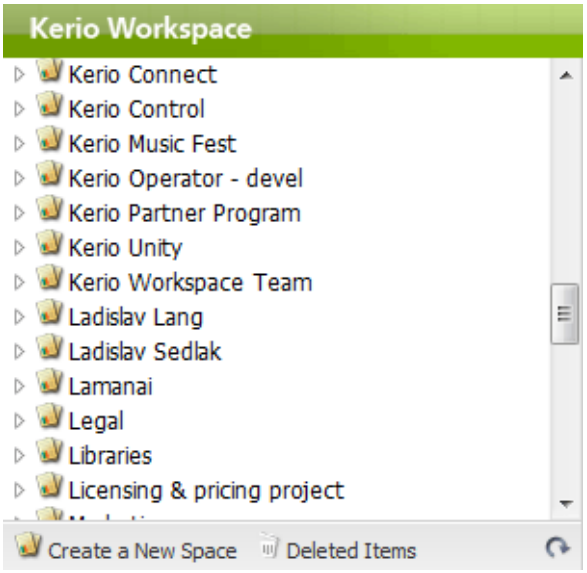

Figure 5.2 Icon for reloading the address tree and options to create a new space and to display deleted items

Warning:
If a space is opened in the main window, the *Create a New Space* button creates its subspace. Bear in mind then that the same buttons create spaces of different level.

Click on the name of the space in the tree to display the contents of the space (folders and pages).

Page

Pages are a corner stone of the *Kerio Workspace* application. Pages inherit access rights from spaces and subspaces.

Individual pages are full-featured HTML documents in which it is possible to implement various components, such as formatted text, multimedia, external content, hypertext links lists and file libraries. Sharing is a powerful tool which allows you and other users to work together on various documents and read them.

Numerous tools and possibilities are used for editing the documents, therefore a separate chapter (5.2) is dedicated to editing pages.

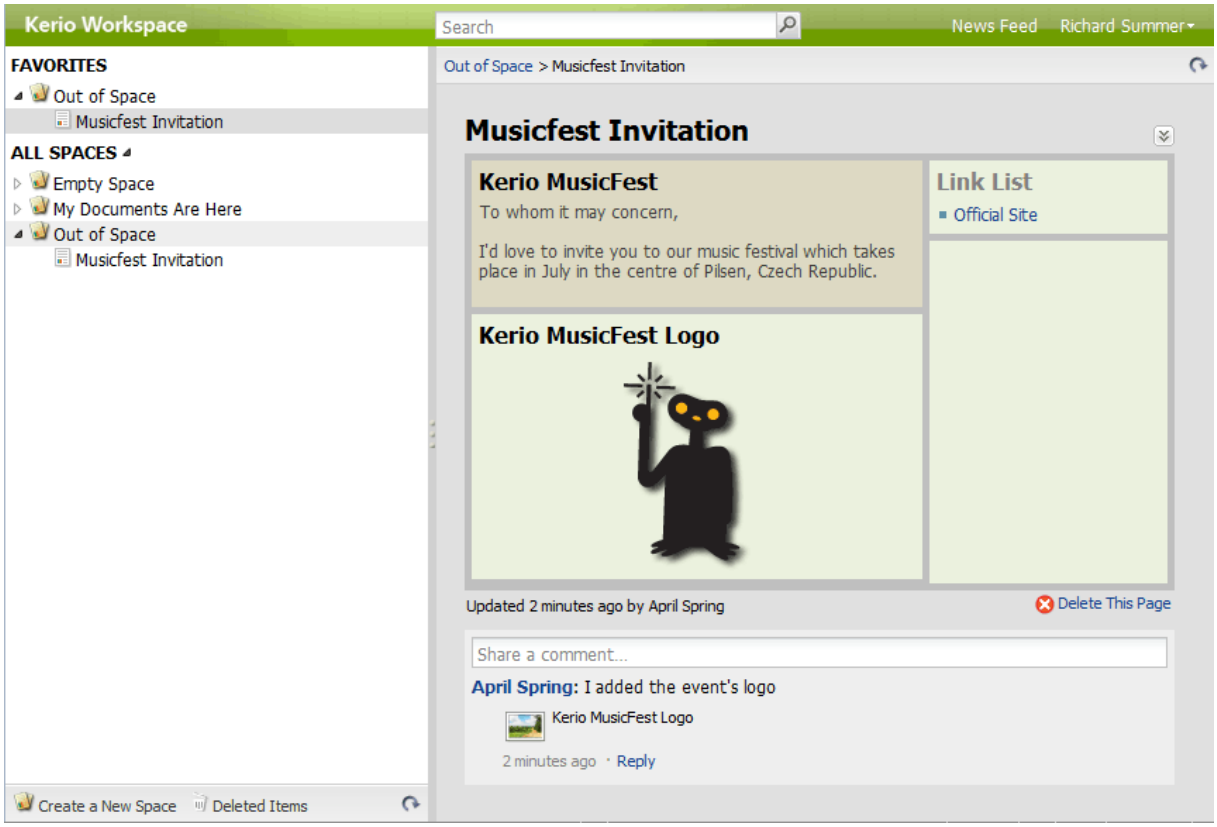

Figure 5.3 User's space

5.2 Pages

In every space, you may create pages and share them with other users. Each page may include as many components as you like. The components types are described in the following chapters.

Creating a New Page

To create a new page, click *Create New Page* in any space to which you have the *Contributor* or *Admin* rights (see chapter 5.4).

Pages allows you to set a basic layout (the *Layout* option in the tools menu). You can move each component in a page a you wish (drag and drop it to a new position).

In the *Layout* dialog, you may set the number of columns in the document and change the color scheme.

The right and left columns may be displayed or disabled with the *Show* button. Logically, the central column cannot be disabled. You may set the default background and text colors for every column.

In the *Margin Color* menu, choose the color of the border which will define the page and individual columns and components. The width and other parameters are set by default and cannot be changed.

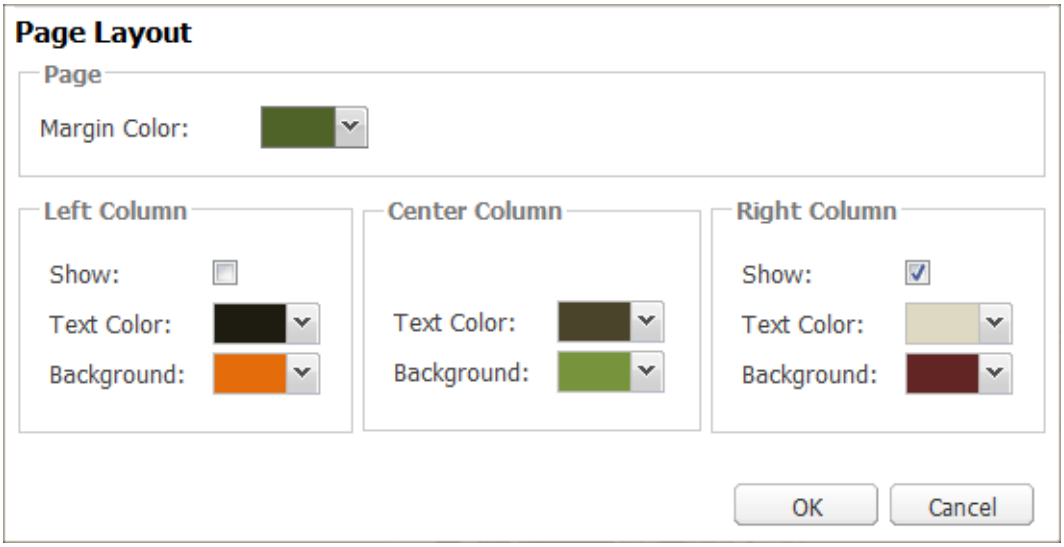

Figure 5.4 Page layout and color scheme edit

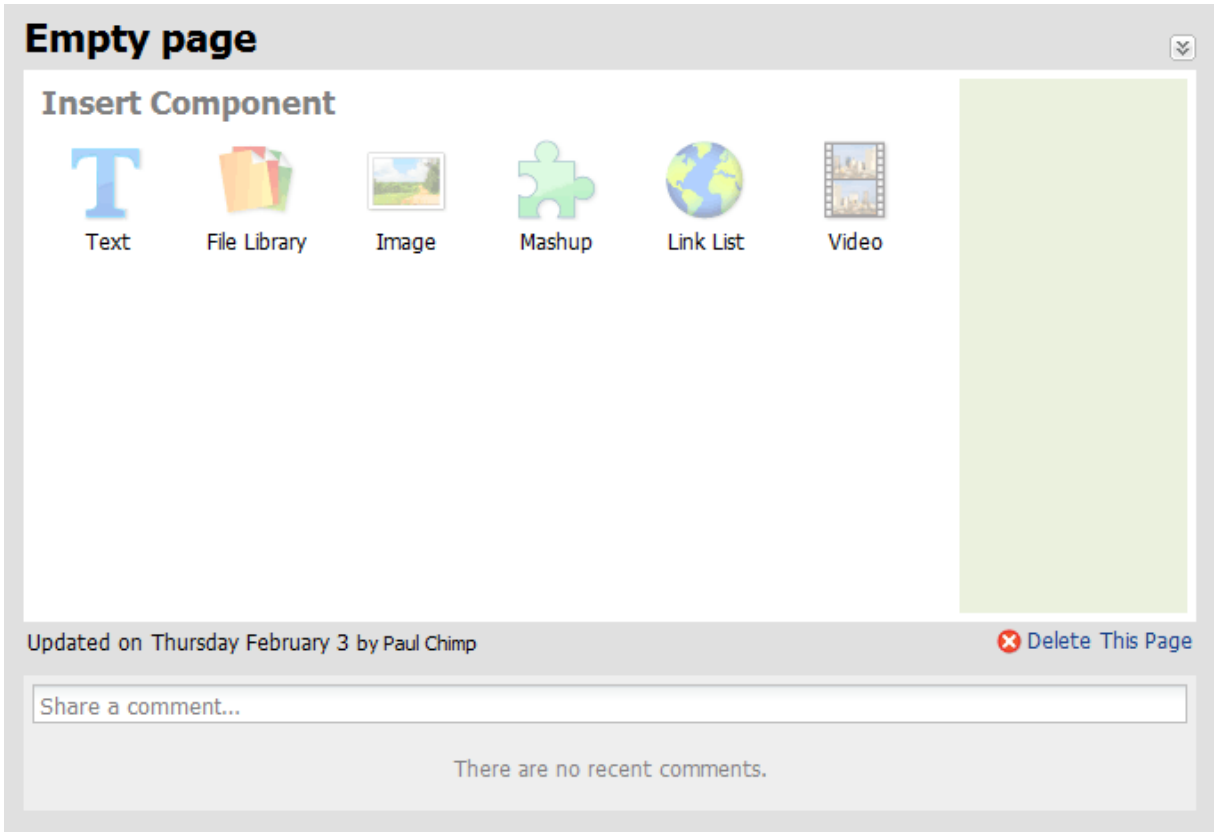

Figure 5.5 New page

The width of the columns can be changed by dragging the relevant border.

You may add various components to the page. If the document is empty, icons for inserting particular components are displayed (see picture 5.5), If the page contains at least one component, it is necessary to point the cursor to the upper corner of the area into which

you want to insert another component. The *insert component* option is displayed which opens the menu with components to insert.

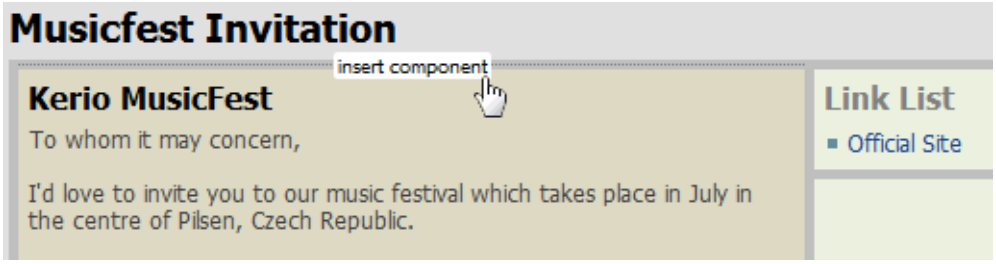
Musicfest Invitation
insert component
Kerio MusicFest
To whom it may concern,
I'd love to invite you to our music festival which takes place in July in the centre of Pilsen, Czech Republic.
Link List
Official Site

Figure 5.6 Insert component options

The following components may be inserted:

- *Text* — inserts a formattable text field which may be edited in an editor
- *Image*
- *Video* — inserts a video file in FLV format
- *Mashup* — inserts an element from an external site via HTML code
- *Link List*
- *File Library*

The inserted component appears in the appropriate place on the page. Click the link message to edit the component. The link message differs for each component (for example, *Start editing*, *Upload an image file* and so on.).

This component has the following options (see figure 5.7):

- rename button
- move button
- context menu (see below)
- resize icon

The following options are common for all menus: hide and enable the component name, set the background color, cut or delete the component.

Figure 5.7 Component controls

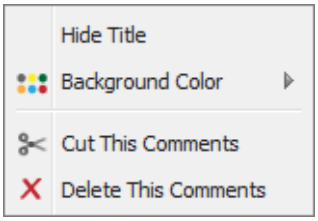

Figure 5.8 Common option in the context menu

- *Hide Title/Show Title* — displays or hides the title of the component.
- *Background Color*— allows to select the color of the component background. *Transparent* background can also be set.
- *Cut* — removes the component from the document and places it into the clipboard. You can insert the component into another page using the *Insert* option in the double arrow menu of the page.
- *Delete* — deletes the component upon confirmation.
- *History* — click on the icon in the top right corner on a page to show (or hide) the page history. History is a list of the latest changes of the page.

More information on menus can be found below in the component sections.

The following chapters describe the individual components in detail.

The Text Component

The *Text* option allows you to insert text components. Once you insert the component, select the *Edit text* or click on the *Start editing* link inside the component.

You may edit the text in a standard way. The text is created and edited in a WYSIWYG editor (see figure 5.9) which supports all common types of HTML format. If you prefer editing in HTML code, click the *Edit HTML Source* icon to switch to the code view.

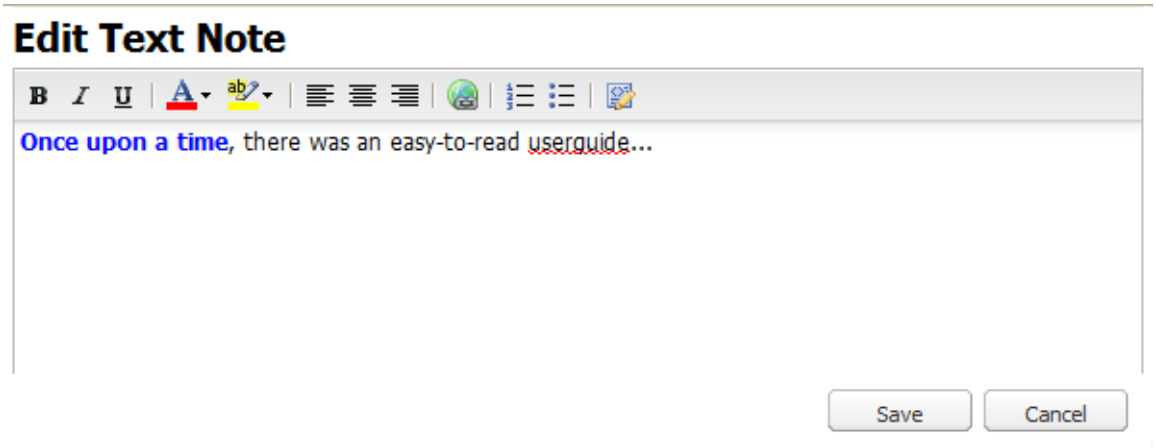

Figure 5.9 Editing text in the format editor

The Image Component

A function for inserting images. Click the *Select Image File* button to open a dialog and select the image file. The video is uploaded into the component area. The icon in the bottom right corner allows you to change the area size; the image adjusts to the window in scale up to its original size.

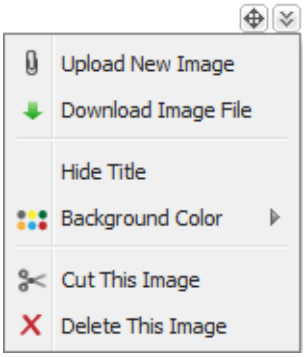

Figure 5.10 The Image component context menu options

To replace the image, use the *Upload New Image* option.

If you wish to download the image to your hard drive, select *Download Image File*.

The Video Component

A function for inserting images. Click the *Select Video File* button to open a standard dialog and select a video file in FLV format. The video is uploaded into the area. Use the icon in the bottom right corner to change the window size. The video will conform.

To replace the video, use the *Upload New Video* option.

If you wish to download the image to your hard drive, select *Download Video File*.

*The Mashup Component

Sometimes it is convenient or necessary to insert external content. It is useful especially for Internet video files.

Insert the component and use the *Enter a HTML code* option. In the field opened, enter the HTML code of the content to be displayed. You can acquire the code on the source site. The inserted HTML code is displayed in the field.

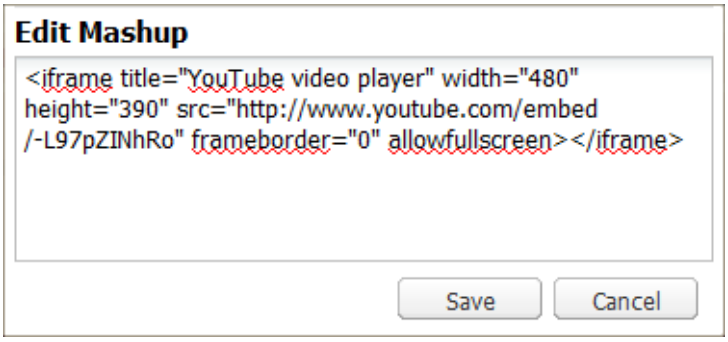

Figure 5.11 Code of the external content

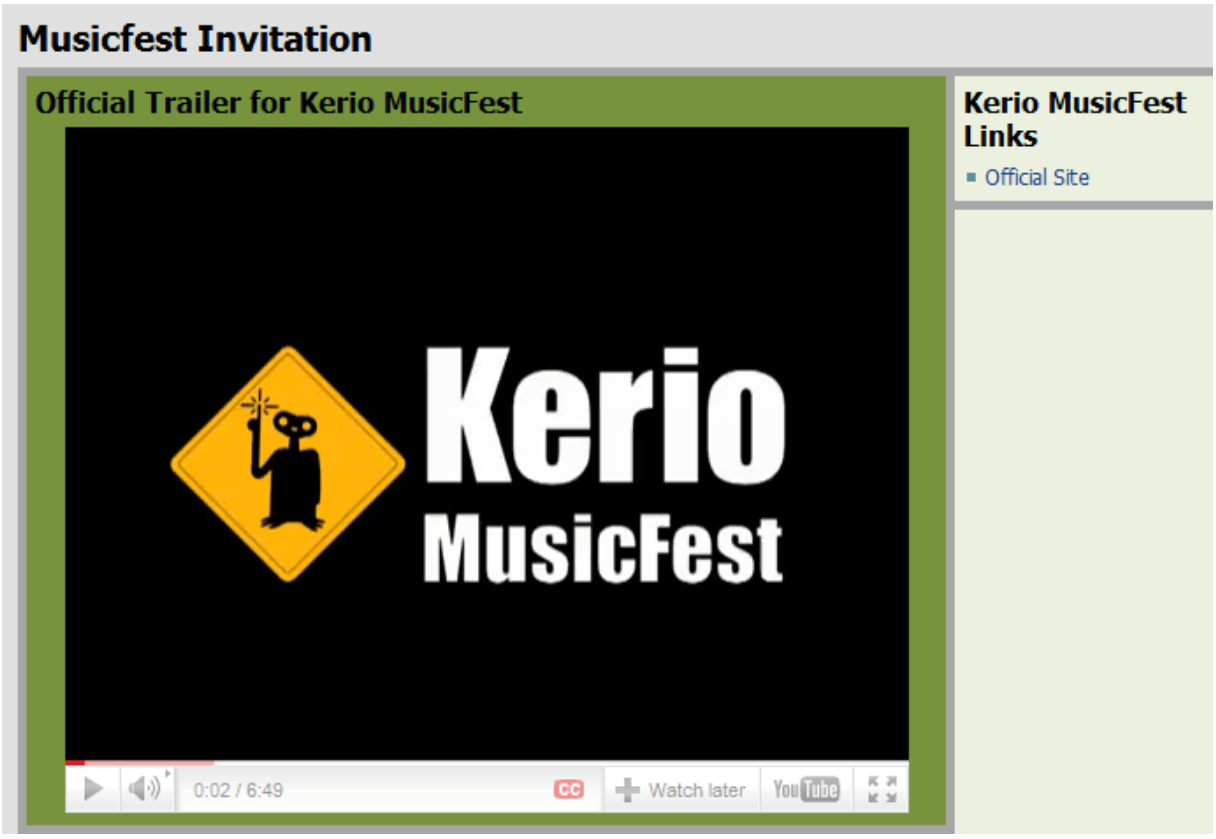

Figure 5.12 The final preview of the Mashup content

You may change the content by clicking the *Change the HTML Code* option.

The Link List Component

Improve your documents by inserting special link lists. The *Create New Link* option opens a dialog where you enter the name of the link (i.e. the text to be displayed) and URL address of the link which will open the appropriate site.

You may delete and edit the links later. Placing the mouse pointer on the link displays a little arrow which opens a menu with edit and delete options.

The File Library Component

Integrating *File Libraries* to spaces and pages is another powerful tool of *Kerio Workspace*. You may insert documents and files which are related the particular page. This component is described in the following chapter.

Kerio MusicFest Files
List of Bands.pdf (238.1 KB)
Updated just now by Richard Summer
musicfestlogo.png (6.6 KB)
Updated 2 minutes ago by Richard Summer
THRlogo.png (6.6 KB)
Updated just now by Richard Summer

Figure 5.13 The File Library Component

5.3 Using File Libraries

The context menu of the file libraries provides three options. The first option is uploading a new file. Select the file in the standard system dialog. You can add a commentary upon uploading a file.

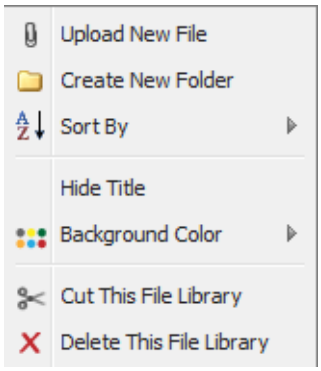

Figure 5.14 Context menu for the File Library component

Note: If you upload a file which has already been uploaded to the same file library, you have the option to overwrite the original one. A new version of the file is created.

The *Create New Folder* option allows you to sort the files in each file library. If necessary, you may rename the folders and upload new files into them. You may also delete them.

The files can be sorted according to various parameters (the *Sort By* option): file name, last update, size, extension and name of the user who uploaded the file.

Place the cursor over the file name and click the arrow on the right to open a menu with all the available functions for the particular file.

You may preview the files in your browser (*Web Preview*), download them to your hard drive (*Download*) or update them (*Upload New Version*).

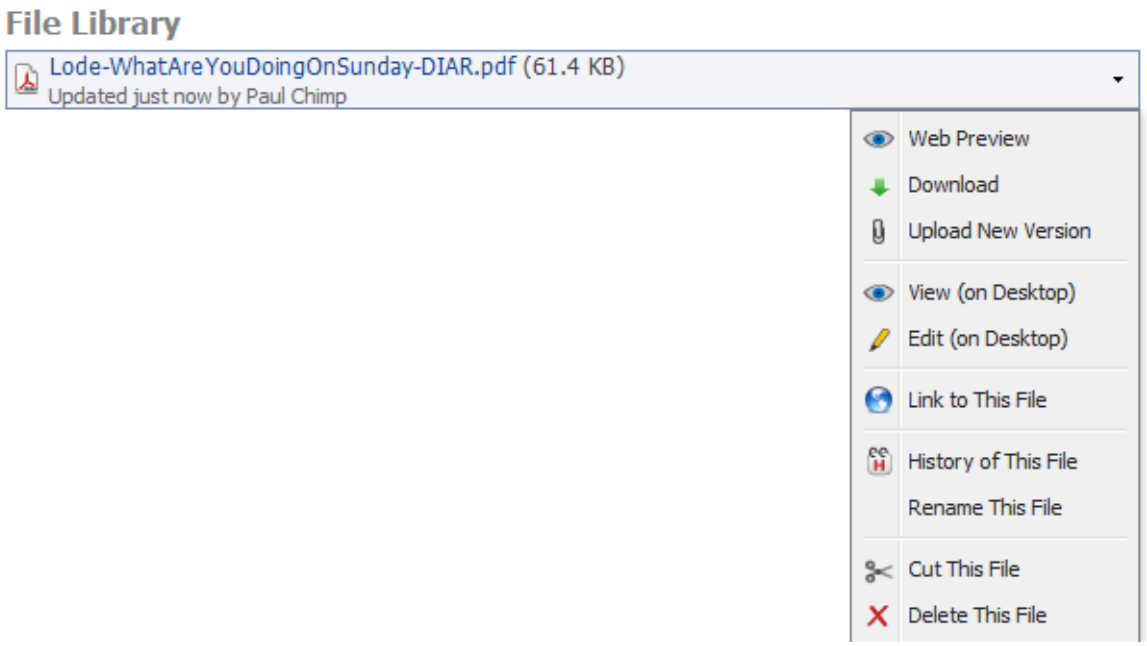

Figure 5.15 Context menu for a file in a File Library

Note: The web preview supports the following file types:

- TXT and HTML files
- *MS Office* document types: DOC, XLS, PPT, DOCX, XLSX and PPTX
- *OpenOffice* documents
- images in JPG, PNG, GIF and TIFF formats
- PDF documents

The *Link to This File* option displays a direct link to the document preview. You can copy this link.

History of This File is a function which displays every version of the document. Display the file history and select your desired option (preview, download, link to different versions).

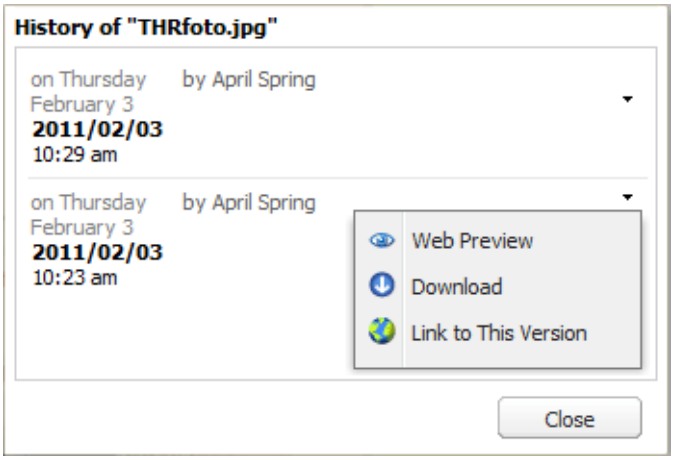

Figure 5.16 File history in a File Library and its menu

You may view and edit a file with *Desktop Client* on *Windows* and *Mac OS X* operating systems. It enables you to open the files in programs on your computer associated with the particular file types. For detailed information, see chapter 6.

5.4 Sharing Possibilities and Features

Kerio Workspace has the following three access right levels:

- *Admin* — the highest level of access rights allows the user to view and edit all items and set sharing rights for other users. User who creates a space or a page is automatically assigned *Admin* rights to it.
- *Contributor* — users with this level of access rights may view and edit the particular space or page.
- *Reader* — the lowest level of access rights which allows only the viewing of the particular page.

Only *Admin* users may assign access rights to others. The *Admin* rights are automatically assigned to the author. They may then assign the same level of rights to other users.

The access rights are inherited down through the hierarchy of the components. In other words, rights set for a *space* are inherited by the *subspaces* and *pages* included in it.

Although access rights are inherited from the item of a higher level, you may want to assign a user a different level of access rights or share the item with a new user. Use the *Override* function to assign the rights (in the *Sharing* section). This function is available only for the *Admin* user of the particular space or page. You may change the access rights which are inherited from the superior item.

The *Revert* function allows you to assign the space or page the default (inherited) rights.

If you want to share a space or a page with all users, use the preset group *Everyone*. Rights assigned to this user apply to all users who log in *Kerio Workspace*, unless they are assigned a different level of rights for the given component (the *Sharing* section).

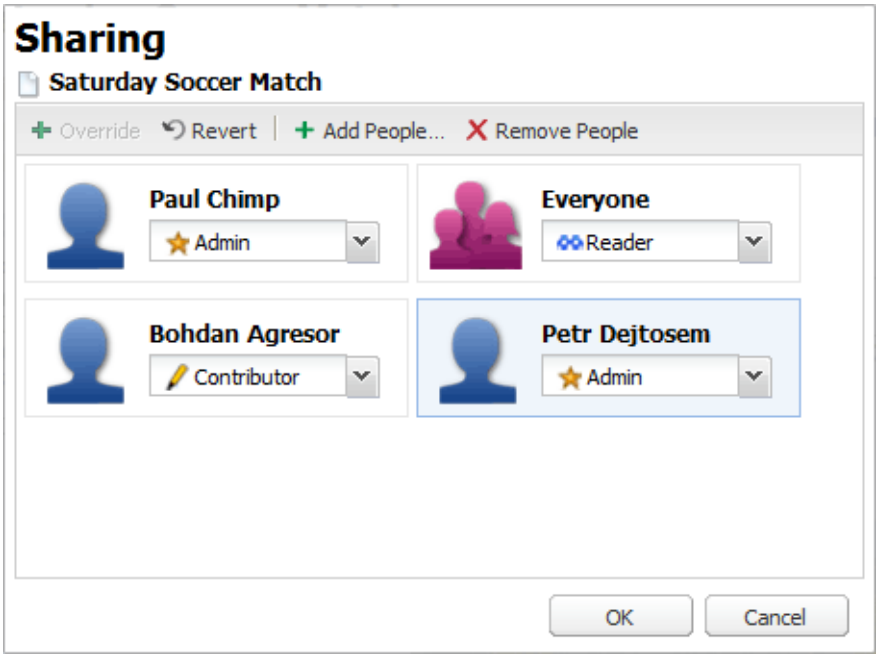

Figure 5.17 Sharing settings and assigning rights to specific users

5.5 Additional Functions of the User Interface

Kerio Workspace offers you a range of additional useful functions:

- *Drag and Drop* — you can drag and drop spaces or pages to and from your *Favorites* in the hierarchic tree on the left
- *Search* — enter the text in the search field in the upper bar and search the workspace for the desired document.
- *Deleted Items* — all the deleted items stay saved on the server. This makes it possible to recover them any time with the *Undelete* button in the *Deleted Items* section.
- *News Feed* — the link in the upper bar will take you to the home page with news about changes in your favorite pages and spaces.
- *Settings* — user's name on the upper toolbar contains a menu with the *Settings* option. You can change language settings and turn on/off sending of email notifications about new activity.
- *Tools* — this section is another useful option in the menu. You can download the *desktop client* (see chapter 6) for your operating system.
- *Logout* — the last option in the menu is the log out of the web client option.
- *Print* — displays the page in a printer-friendly form

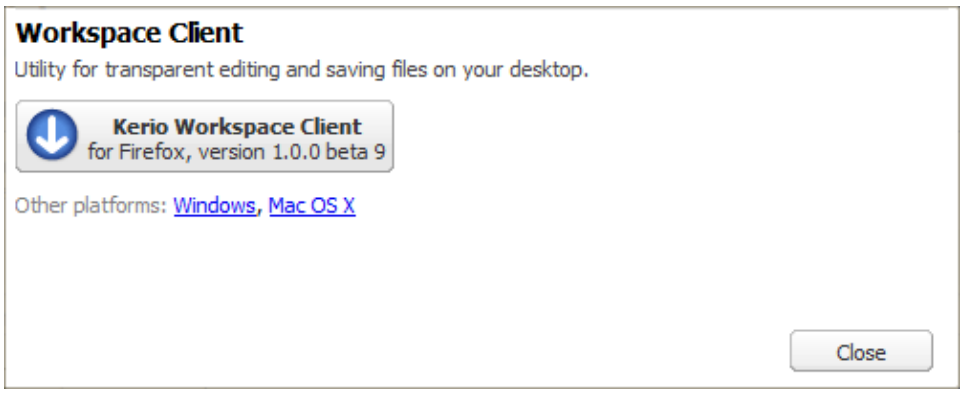
Workspace Client
Utility for transparent editing and saving files on your desktop.
Kerio Workspace Client
for Firefox, version 1.0.0 beta 9
Other platforms: Windows, Mac OS X
Close

Figure 5.18 The Tools Section

- *Add to Favorites*,*Remove from Favorites* — this option in the drop-down menu of a space or page adds the space or page in the user's favorites section or removes it.

- *Send Link* — each space or page has an option to send the link to other users. A simple dialog with a message is opened. Enter recipients' email addresses and modify the message if you desire.

Figure 5.19 Send Link to this page dialog

- *Sharing* — setting access rights to a page (see above)

- *Refresh* — you may update the navigation tree and any opened space or page by clicking the circle arrow in the upper bar of the window.

You can also you the *Drag and Drop* function which allows you to change the order of spaces and pages in the hierarchical tree on the left. Drag and drop an item to a new position. Options for this operation differ depending on the object we wish to move:

- dragging the object (space, page) in your *Favorites* section adds the object among your favorite items (you can do this also in the context menu),
- dragging the highest element in the hierarchy away from the *Favorites* section will delete this item from your *Favorites* (you can do this also from the drop-down menu),

5.6 Activity

Kerio Workspace has a special *Activity* tool. This tool provides a place for users where they can discuss their shared pages and spaces.

This communication spot is situated in the bottom part of the screen in each space or page. Apart from the commentaries, messages about performed changes can be found there. All comments and information about updates are sent to users who have this page or space in their *Favorites* section.

Each user has their own source of information. All activities in their favorites spaces and pages are collected there.

If you wish to alert subscribers about changes and add additional important information, you can use the commentary dialog displayed in the top right corner of the page. Such message is sent to the comments panel below the page and, at the same time, users who have the page marked as favorite see the change in their news feed.

The update messages are not generated automatically. If a user (with at least contributor rights) changes a page or a space, a window is displayed on the right side of the screen where you can send a notice about your changes. Thus the user does not annoy others who have the page in their favorites and sends the message only after they are satisfied with the result. You can add a commentary to the information about the change.

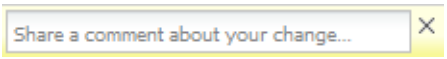

Figure 5.20 Add a page commentary field

You can comment on spaces and pages, individual changes in them or other users' comments.

User `Karel Noc` creates a page with an invitation to an interesting concert. Upon finishing the editing, she added a commentary for subscribers. The page was later edited by users `April Spring` and `Josef Zima` and they all also added a commentary for better orientation of the subscribers. The commentaries are sent to subscribers to their *News Feed* section. Figure 5.21 shows the main page of `Karel Noc`, the creator of the page, with news feed.

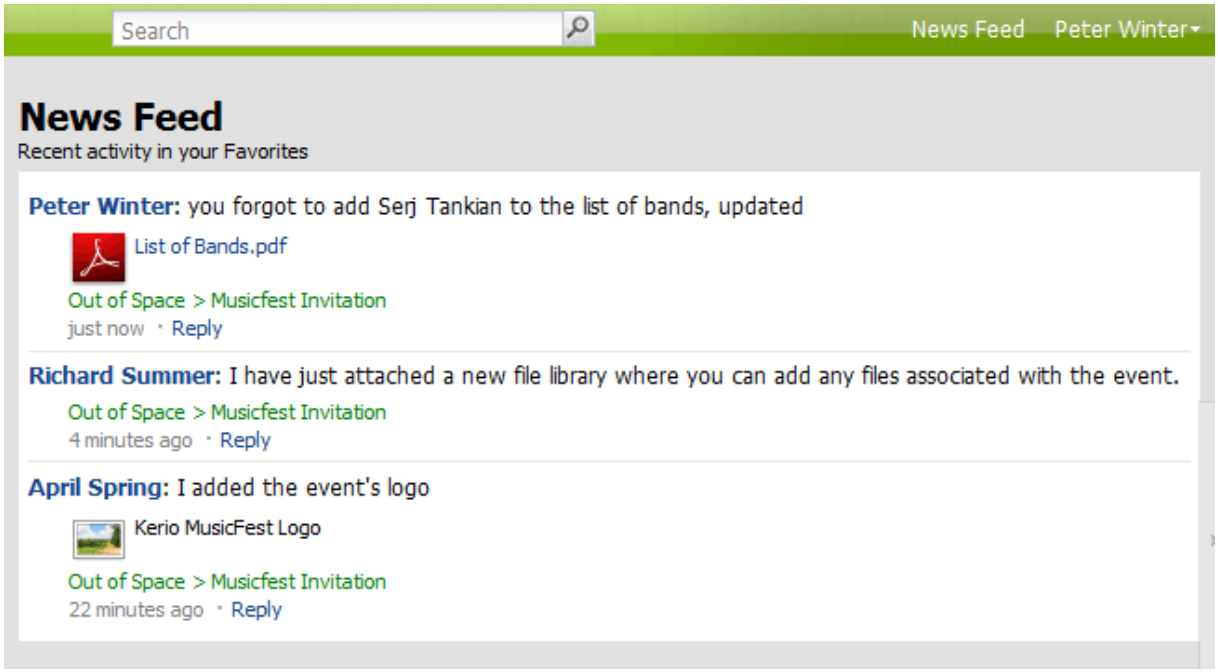
Search
News Feed
Peter Winter
News Feed
Recent activity in your Favorites
Peter Winter: you forgot to add Serj Tankian to the list of bands, updated
List of Bands.pdf
Out of Space > Musicfest Invitation
just now · Reply
Richard Summer: I have just attached a new file library where you can add any files associated with the event.
Out of Space > Musicfest Invitation
4 minutes ago · Reply
April Spring: I added the event's logo
Kerio MusicFest Logo
Out of Space > Musicfest Invitation
22 minutes ago · Reply

Figure 5.21 Following the page activity

5.7 Mobile Client

Kerio Workspace currently supports viewing on the *iPhone* devices. You cannot edit files using your phone. Once you log in to *Kerio Workspace* via your *iPhone*, you will be automatically redirected to the mobile address client:

`http://workspace_server_name/mobile`,

or

`https://workspace_server_name/mobile`

Chapter 6

Desktop Client

Kerio Workspace Desktop Client is an optional tool for *Windows* and *Mac OS X* operating systems.

While the web interface allows you to preview only some of the files in file libraries (see above 5.3), the desktop client provides the preview and edit option in the programs associated with the particular files on your desktop. This makes it possible to edit the documents in your favorite programs.

6.1 Desktop Client Installation

Install the desktop client with the installation package for your operating system. A standard wizard is used for the installation. The installation file can be downloaded from the *Tools* section which is accessed by clicking the username on the top toolbar.

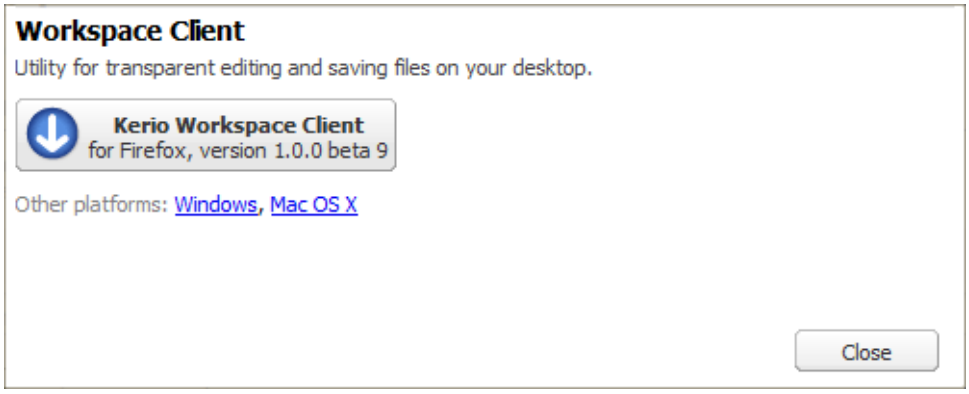
Workspace Client
Utility for transparent editing and saving files on your desktop.
Kerio Workspace Client
for Firefox, version 1.0.0 beta 9
Other platforms: Windows, Mac OS X
Close

Figure 6.1 The Tools Section

6.2 Using Desktop Client

Kerio Workspace Desktop Client runs in the background. The *Kerio Workspace* icon is displayed in the systray of your computer on *Windows* or *Mac OS X* operating systems. Clicking the icon shows the list of documents opened in the desktop client.

To open a document via this tool, place the mouse pointer above the file name and click the arrow in the web interface. In the menu, select the *Edit (on Desktop)* option.

The document is opened in the editor associated with the particular file type in your operating system.

To confirm the changes, save the file and close the editor window. In the displayed dialog, select Save to save the new file on the server or Keep to keep the file in the desktop client

Figure 6.2 Desktop client menu with list of opened files

for future modifications. Keeping the file opened in the desktop client allows you to open it again or save it to the server later by right-clicking the client icon.

Before you decide to save the file on the server or keep it in the desktop client, you can add a commentary about your changes which will be displayed in the news feed section of all users who has the page or space among their favorite items.

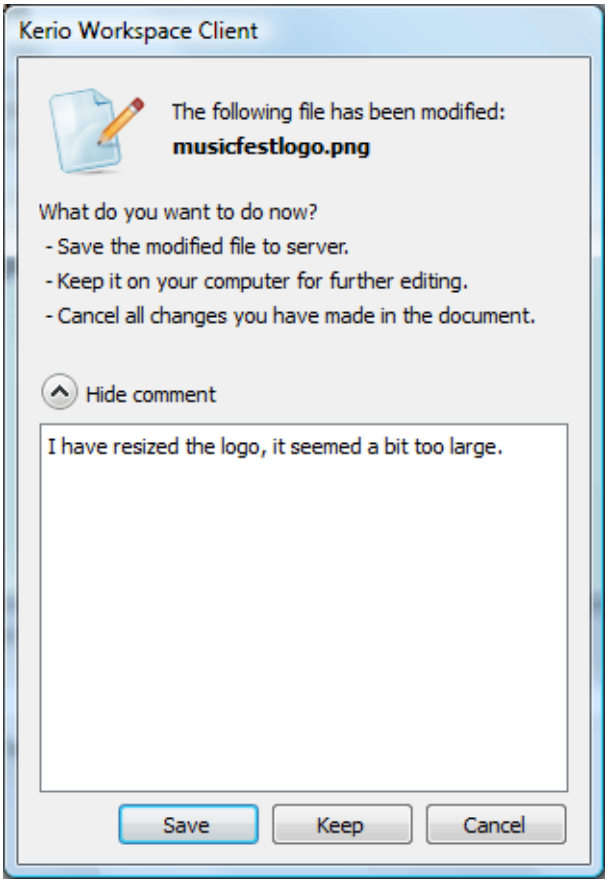
Kerio Workspace Client
The following file has been modified:
musicfestlogo.png
What do you want to do now?
- Save the modified file to server.
- Keep it on your computer for further editing.
- Cancel all changes you have made in the document.
Hide comment
I have resized the logo, it seemed a bit too large.
Save
Keep
Cancel

Figure 6.3 Dialog to save edited file

Chapter 7

Used open-source software

Antisamy

Antisamy is an HTML/CSS validation library.

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ANTLR

ANTLR, ANother Tool for Language Recognition, is a language tool that provides a framework for constructing recognizers, interpreters, compilers, and translators from grammatical descriptions containing actions in a variety of target languages.

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Copyright © 1995-1998 Sun Microsystems, Inc. All Rights Reserved.
Copyright © 2002-2005 Kunle Odutola
Copyright © 1991 Massachusetts Institute of Technology

Apache APR

The Apache Portable Runtime (APR) is a supporting library that provides predictable and consistent interface to underlying platform-specific implementations.

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Copyright © 2008 Free Software Foundation, Inc.
Copyright © 2000 Martin Pool
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ASM is an all purpose Java bytecode manipulation and analysis framework.
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Bouncy Castle

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c3p0

c3p0 is an easy-to-use library for augmenting traditional (DriverManager-based) JDBC drivers. It is released under LGPL license version 2.1.
Copyright © 2005 Machinery For Change, Inc.
Source code is available at http://www.kerio.com/

cron4j

cron4j is a scheduler for the Java platform which is very similar to the UNIX cron daemon. It is released under LGPL license version 2.1.
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Source code is available at http://www.kerio.com/

dom4j

dom4j is an easy to use, open source library for working with XML, XPath and XSLT on the Java platform.
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Ext.ux.TinyMCE

Ext.ux.TinyMCE is an ExtJS form field containing TinyMCE v3. It is released under LGPL 2.1 or higher.
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ICU — International Components for Unicode (Java)

ICU is a mature, widely used set of C/C++ and Java libraries providing Unicode and Globalization support for software applications.
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im4java

im4java provides a pure-java interface to ImageMagick, GraphicsMagick and other popular commandline tools. It is released under LGPL license version 2 or later.
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Source code is available at http://www.kerio.com/

Javassist

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The original source code is accessible at http://www.csg.is.titech.ac.jp/~chiba/javassist

Jaxen

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Source code is available at http://www.kerio.com/

JSON

json.jar is a Java library that converts data to/from JSON data interchange format.
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libcurl

Libcurl is a free and easy-to-use client-side URL transfer library. It supports the following protocols: FTP, FTPS, HTTP, HTTPS, GOPHER, TELNET, DICT, FILE and LDAP.
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libjpeg

Libjpeg is a library for handling the JPEG (JFIF) image format.
This software is based in part on the work of the Independent JPEG Group.

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Source code is available at http://www.kerio.com/

OpenOffice.org client libraries

juh-3.1.0.jar, jurt-3.1.0.jar, unoil-3.1.0.jar and ridl-3.1.0.jar are OpenOffice.org client libraries. They are distributed under LGPL version 3.

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Source code is available at http://www.kerio.com/

OpenSSL

An implementation of *Secure Sockets Layer* (SSL v2/v3) and *Transport Layer Security* (TLS v1) protocol.

This product includes software developed by the *OpenSSL Project* for use in the *OpenSSL Toolkit* (http://www.openssl.org/).

This product includes cryptographic software written by Eric Young.
This product includes cryptographic software written by Tim Hudson.

Qt (LGPL)

QT is a cross-platform application framework. It is released under LGPL license version 2.1.

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Source code is available at http://www.kerio.com/

QtBrowserPlugin

QtBrowserPlugin solution is a QT4 component useful for implementing plugins for web browser. It is released under LGPL 2.1.
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QtSingleApplication (LGPL)

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TrueZIP

TrueZIP is a Java based Virtual File System (VFS) which enables client applications to access ZIP and TAR archives.
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XStream is a simple library to serialize objects to XML and back again.
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General-purpose library for data compressing and decompressing.
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